

OHR – Training for ASU

with

HRIS View Only Access Reference Guide



This document is currently owned by Martha.Steinacker@asu.edu
Please send questions and comments about this document to the owner.
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OHR – Training for the ASU Community

Subject: RE: ROOT CAUSE: Terminations vs Transfers

The purpose of these sessions for OHR is to create the opportunity to consolidate OHR's knowledge so that the correct information about Terminations and Transfers can be pushed out to the ASU community.

Nine points have been identified as areas of confusion at the departmental level. They are:

- 1) ASU does not understand effective dating.
- 2) ASU does not understand when to term a job.
- 3) ASU does not understand when to rehire a job.
- 4) ASU does not understand when to add an additional job.
- 5) ASU does not understand when to add a new effective dated row.
- 6) ASU does not understand when to use correct history.
- 7) ASU does not understand the relation between position data and job data.
- 8) ASU does not understand how to research and fix errors.
- 9) ASU does not understand how HR data, Benefits data, and Payroll data are integrated.

This manual, which has been developed initially for use in the field, is also for use as a starting point for OHR to put together the facts needed to explain the nine points listed above and how they relate to terminations and transfers.

How to Use this Reference Guide

This document will tell you what you can do with the HRIS View Only Access roles in PeopleSoft.

When you see a text box like the one below, it is there to give you the navigational path to the area being addressed on that page. This lets us leave the menu out of the screenshots, which results in a much more readable screenshot for all.

✦ [Navigation: Workforce Administration>Job Information>Job Data](#)

Log into PeopleSoft

Open a web browser and navigate to <https://hrsa.oasis.asu.edu>

Sign in with your ASURITE ID and password.

You can do this from any computer that is connected to the internet.

ORACLE
PEOPLESOFT ENTERPRISE

User ID: mmcguirl
Password: ●●●●●●

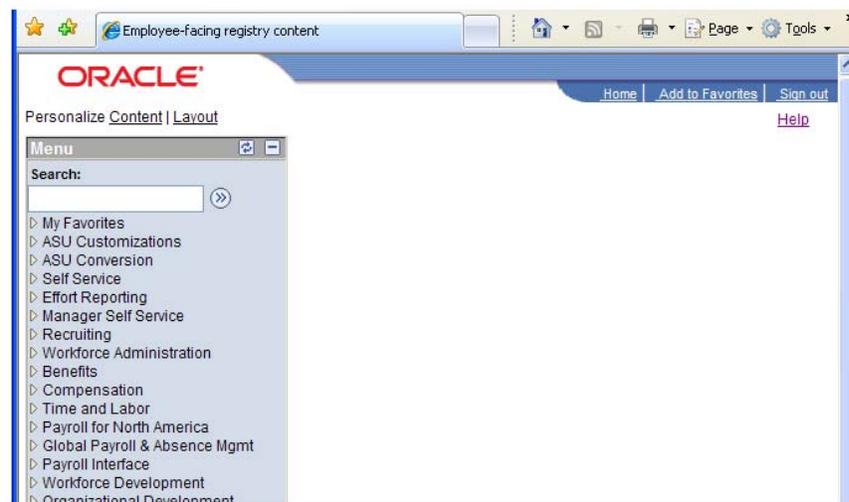
Sign In

To set trace flags, click [here](#)

Select a Language:

English	Español
Dansk	Deutsch
Français	Français du Canada
Italiano	Magyar
Nederlands	Norsk
Polski	Português
Suomi	Svenska
Čeština	日本語
한국어	Русский
ไทย	简体中文
繁體中文	العربية

After you click the “Sign In” button you will arrive at your home page.



SECTION 1: View Job Information

Navigation: Workforce Administration>Job Information>Job Data



Your screen might look a little different than the screen shots in this guide. Based on your security level, you might have more or less items listed but the path to get to the areas discussed will be the same.

The screenshot displays the PeopleSoft HRIS interface. On the left is a 'Menu' sidebar with a search field and a list of navigation options. The 'Workforce Administration' menu item is highlighted with a red box, and its sub-item 'Job Information' is also highlighted with a red box. The main content area shows the 'Job Information' page, which includes a breadcrumb trail 'Main Menu > Workforce Administration > Job Information'. Below this, there is a grid of links for various HR functions. The 'Job Data' link is highlighted with a red box. The 'Job Data' link description reads: 'Enter job information including work location and compensation details.'

Once you are logged in, it will take you to this screen

1. Click on *Workforce Administration*
2. Click on *Job Information*
3. Click on *Job Data*

The Job Data link contains information about the employee's position number, department, pay group, compensation, and basic benefits.

This is the Job Data search page. Fill in the known data about the person you are interested in and click *Search*

PeopleSoft

Menu

- Self Service
- Manager Self Service
- Recruiting
- Workforce Administration
 - Personal Information
 - Job Information
 - Contract Administration
 - Review Job Information
 - Reports
 - Job Data**
 - Other Pavee
 - Add Additional Assignment
 - Pay Rate Change
 - Calculate Compensation
 - Request Job Change
 - Review My Job Change Request
 - Review Errors and Warnings
 - Employee AFI Data ESP
 - Absence and Vacation
 - Collective Processes
 - Self Service Transactions
 - Workforce Reports
 - Compensation
 - Time and Labor
 - Payroll for North America
 - Workforce Development
 - Organizational Development
 - Campus Community
 - Set Up SACR
 - Careers
 - My System Profile
 - My Dictionary

Job Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmpID:	begins with	BAS001
Empl Rcd Nbr:	=	
Alternate Employee ID:	begins with	
Name:	begins with	
Last Name:	begins with	
Second Name:	begins with	
Alternate Character Name:	begins with	
Middle Name:	begins with	

Include History Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

- **EmpID** = Employee ID. (AKA as the 10 digit Affiliate ID (1200.....#))
- **Alternate Employee ID** = ASU ID (993#)
- **Name** = Employee's full name – can enter First and Last name, i.e. Mickey Mouse
- **Last Name** = Employee's Last name (can enter partial letters as well, i.e. Mou)
- **Second Name** = Not currently being used
- **Alternate Character Name** = Could do a search by Last, First Name, i.e. Mouse, Mickey.
- **Middle Name** = could also search by middle name if known
- **Include History** = click if wanted to see older rows (history) and not just current data row. For instance an employe was hired 1/1/05 into the College of Business, and was recently transferred to Engineering on 7/1/06. The 7/1/06 row is the current row, and 1/1/05 is the histry row.
- **Case Sensitive** = would not normally use, not usually case sensitive, might be helpful if searching for names like McLane



If you click on a column heading (hyperlink) it will sort by that heading, (i.e. if click on Name, will alpha sort by name)

PeopleSoft

Home Add to Favorites

Menu

Search:

Find an Existing Value

EmplID: begins with

Empl Rcd Nbr: =

Alternate Employee ID: begins with

Name: begins with

Last Name: begins with

Second Name: begins with

Alternate Character Name: begins with

Middle Name: begins with

Include History Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-10 of 10 Last

EmplID	Empl Rcd Nbr	Alternate Employee ID	Name	Last Name	Second Name	Alternate Character Name	Middle Name
BAB003	0	(bl)	Daffv Duck	DUCK	(blank)	(blank)	(blank)
EBEN05	0	99:	Daffv Duck	DUCK	(blank)	(blank)	Dally
KEN017	0	99:	Daisv Duck	DUCK	(blank)	(blank)	D
SS0008	0	99:	Daisv Duck	DUCK	(blank)	(blank)	(blank)
SS0012	0	99:	Daffv Duck	DUCK	(blank)	(blank)	(blank)
SS0030	0	99:	Dewey Duck	DUCK	(blank)	(blank)	(blank)
SS0030	1	99:	Dewey Duck	DUCK	(blank)	(blank)	(blank)
TEST002	2	99:	Donald Duck	DUCK	(blank)	(blank)	D

When you click on search and there are multiple rows that appear, you will get a screen like this, you can select the person you want by clicking on any link in the row of the person you wish to see.

Any time you see the same ID and more than 1 Employee Record Number (Empl Rcd Nbr) listed, this means the employee has more than 1 job. Include History covers past, current, and future jobs.

In other cases there may be the same Empl Rcd Nbrs because two employees have the same name.

This search will only bring up an employee list if you have the associated security level.

1. **HR Status** = Active or Inactive (benefits status)
2. **Payroll Status** = Payroll status equals employee status. This relates to active, termed, Susp, LWOP, LWP, or retired.
 - **Active** – pay continues
 - **Leave of Absence (unpaid)** – pay suspends
 - **Leave with Pay (paid)** – pay continues, maybe LOA, or FMLA
 - **Terminated** – pay terminates, as well as benefits
 - **Retired** – pay terminates
 - **Hold (suspend – benefits is the only one using this code)** – pay suspends
3. **Find link** = if there are multiple rows i.e. 1 of 30, you can search by date action code, etc.
4. **1 of X=** multiple rows have been added to employee record
5. **Effective Date** = Date of transaction (action reason), could be current, past or future dated.
6. **Sequence** = if more than 1 transaction occurs on same day (i.e. promotion and ad hoc), then there will be multiple sequence numbers (zero, one, two. . .)
7. **Job Indicator** = will show either Primary (highest FTE or oldest hire date if FTE % is split evenly) or Secondary. Termination should have an N/A job indicator.
8. **Action/Reason** = the action appears in the first field and the reason the second field. I.E; Action = hire, Reason = Reg (INTIAL HIRE)
9. **Last Start Date** = the date the person was last hired on this job.
10. **Termination Date** = each job has its on termination date which is one day after the employee was last paid for this job. Termination means leaving A.
11. **Expected Job End Date** = Not yet functional.

12. **Position Number** = Job Information is defaulted from position (through position management)

- Job Code
- Regulatory Region
- Company
- Business Unit
- Department Id
- Reports To
- Empl Class
- Class Indicator
- FLSA Status
- Location
- Standard Hours – can be overridden
- Full/Part time – can be overridden
- Reg/Temp – can be overridden
- Pay Groups – can be overridden

13. **Position Entry Date** = the date they entered the position

14. **Department Entry Date** = the date they entered the department

15. **Regulatory Region** = always USA

16. **Company** = always ASU

17. **Business Unit** = VP code

18. **Department** – where the employee works, it maybe underneath the VP area



Notice the first three lines carry forward from the previous page

Home | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#)

[Work Location](#) | [Job Information](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#)

Daffy Duck EMP ID: SS0012 Empl Rcd #: 0

Job Information Find First 1 of 1 Last

Effective Date: 01/01/2007 Effective Sequence: 0 Job Indicator: Primary Job
 Action / Reason: Hire Hire - Reg (INITIAL HIRE) Current

Job Code: 193606 Asst Dir Human Resources Entry Date: 01/01/2007
 Supervisor Level:
 Reports To: HR17180 Dir Human Resources SS0003 Minnie Mouse
 Regular/Temporary: Regular Full/Part: Full-Time
 Empl Class: Svc Prof Officer Code: N/A
 Regular Shift: N/A Shift Rate: /
 Classified Indc: Asc Prof

Standard Hours

Standard Hours: 40.00
 Work Period: W Weekly
 FTE: 1.000000 Adds to FTE Actual Count? Encumbrance Override

Contract #

Contract Number: Contract Type:

ASU Jobcode/Position Data

Workers' Comp Code: 8868 EEO Job Group: 350 Human Resources/Career Special Fingerprint required?

USA

FLSA Status: Exempted EEO Class: None Work Day Hours:

Job Data [Employment Data](#) [Earnings Distribution](#) [Benefits Program Participation](#)

[Work Location](#) | [Job Information](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#)

Job Code = displays job code number and job code description

- **Entry Date** = same as position entry date on work location tab
- **Supervisor Level** = not using this field
- **Reports To** = should show both position number and employee's supervisor's name.
- **Regular/Temporary** =
 - LT Temp (long term temp)
 - ST Temp (short term temp)
 - Regular
 - Seasonal E.g. Bookstore employees who only work 3 weeks.

- **Full/Part =**
 - Full-time
 - Part-time
 - PRN
- **Empl Class =**
 - Classified Staff
 - Faculty
 - Faculty with Admin Appt
 - Academic Professional
 - Academic Professional with Fiscal Appt
 - Service Professionals
 - Administrators
 - Graduates
 - Students
- **Officer Code =** PSPRS, only used for employees that carry guns within the Police Department (updated off of position)
- **Classified Indc =** ABOR reporting codes – empl class and classified indicator should correlate (i.e. both = SP or Class, Empl Class could be Faculty and Classified Indic could be Dean, Faculty Associate, etc)
- **Standard Hour =** updated from position
- **Work Period =** always weekly
- **FTE =** is calculated based on the number of standard hours a person works in a week
- **Adds to FTE Actual Count =** is used when a person has more than one job in the same BEN Record number to determine the combined FTE
- **Contract Number =** not using
- **Contract Type =** not using
- **Workers Comp =** is defaulted from job code
- **EEO Job Code =**
- **Finger print required =**
- **USA Flag** (click on arrow to expand this option)
 - **FLSA Status =** non-exempt or exempt (defaults from position)
 - **EEO Class =** not using
 - **Work Day Hours =** not using

This is the payroll page. You can view pay group and employee type

The screenshot shows the HRIS interface for Mickey Mouse. The page is titled "Payroll Information" and includes the following details:

- Employee:** Mickey Mouse, EMP, ID: SS0027, Empl Rcd #: 0
- Effective Date:** 06/20/2007, **Effective Sequence:** 0, **Job Indicator:** Primary Job
- Action / Reason:** Data Chg, Data Correction, Current
- Payroll System:** Payroll for North America
- Payroll for North America Details:**
 - Pay Group:** SAL (Salaried), **Holiday Schedule:** HOL (Holidays)
 - Employee Type:** S (Salaried), **FICA Status:** Subject
 - Tax Location Code:** AZ, **GL Pay Type:** (not used)
 - Combination Code:** (not used), **Edit ChartFields:** (not used)

Navigation options include: Home, Add to Favorites, Sign out, New Window, Help, Customize Page, and a toolbar with Save, Return to Search, Previous in List, Next in List, Notify, Previous tab, Next tab, Refresh, and Update/Display.

- **Payroll System** = ASU is using Payroll for North America
- **Pay Group** = is the grouping from which employees will be paid based on FLSA status, Employees Class, and if they are paid over a contract.
 - A12 = Academic 12 Month Pay
 - ACD = Academic Contract Year
 - GRD = Graduate Contract
 - HRY = Non-exempt (Classified Staff, Service Professionals)
 - SAL = exempt paid fiscal
 - STU = Student Hourly
- **Holiday Schedule** = same for all employees
- **Employee Type** = represents how you will be paid (S – salaried and H – hourly)
- **Tax Location Code** = always AZ
- **FICA STATUS** = Subject or Not Subject
- **GL Pay Type** = not used
- **Combination Code** = not used

Home | Add to Favorites | Sign out

New Window | Help | Customize Page | http

Work Location | Job Information | Payroll | **Salary Plan** | Compensation

Mickey Mouse EMP ID: SS0027 Empl Rcd #: 0

Salary Plan Find First 1 of 1 Last

Effective Date: 06/20/2007 Effective Sequence: 0 Job Indicator: Primary Job

Action / Reason: Data Chg Data Correction Current

Salary Administration Plan: SVPR **Grade:** H Grade Entry Date: 01/01/2007

Includes Wage Progression Rule Step: Step Entry Date

Job Data [Employment Data](#) [Earnings Distribution](#) [Benefits Program Participation](#)

Save Return to Search Previous in List Next in List Notify Previous tab Next tab Refresh Update/Display

[Work Location](#) | [Job Information](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#)

- **Salary Admin Plan:**
 - ADMIN = Administrative
 - CLAS = Classified
 - EXEC = Executive
 - FCLT = Faculty
 - STDT = Student Workers
 - SVPR = Service Professional

- **Grade** = Currently this is only populated for Classified and Service Professional



When you see an arrow on the screen, it means there is additional information under that section. You can expand the row by clicking on the triangle

Menu

Search:

- My Favorites
- ASU Customizations
- Self Service
- Manager Self Service
- Recruiting
- Workforce Administration
 - Personal Information
 - Job Information
 - Contract Administration
 - Review Job Information
 - Reports
 - Job Data
 - Benefits
 - Payroll for North America
 - Workforce Development
 - Careers
 - Change My Password
 - My System Profile
 - My Dictionary

Compensation

Mickey Mouse EMP ID: SS0027 Empl Rcd #: 0

Effective Date: 06/20/2007 Effective Sequence: 0 Job Indicator: Primary Job

Action / Reason: Data Chg Data Correction Current

Compensation Rate: 1,915.708812 Frequency: ASUBW ASUBW

Comparative Information

Change Amount: 0.000000 USD ASUBW Compa-Ratio: 0.78

Change Percent: 0.000 Job Ratio: 0.78

Pay Rates

Hourly	24.038462 USD	Annual	49,999.999993 USD
ASUBW	1,915.708812 USD	Weekly	961.538461 USD

Pay Components

Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 NAANNL	0	50,000.000000	USD	A	

Calculate Compensation

[Work Location](#) | [Job Information](#) | [Job Labor](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#)

Frequency:

- ASUBW= ASU bi-weekly
- C = Contract Pay

Pay Components (Rate Code)

- NAANNL = Annual
- NAHRLY = Hourly

Calculate Compensation button populates payrates.

Frequency:

- A = Annual
- H = Hourly

The screenshot displays the Compensation section for employee Mickey Mouse (EMP ID: SS0027). Key details include an effective date of 06/20/2007 and a compensation rate of 1,915.708812 USD ASUBW. The page is divided into several sections: Comparative Information (Change Amount: 0.000000, Change Percent: 0.000), Pay Rates (Hourly: 24.038462 USD, ASUBW: 1,915.708812 USD), and Pay Components (Rate Code: 1 NAANL, Seg: 0, Comp Rate: 50,000.000000 USD). A navigation toolbar at the bottom, highlighted with a red box, includes buttons for Save, Return to Search, Previous in List, Next in List, Notify, Previous tab, Next tab, Refresh, and Update/Display.

Navigation Note:

- **Previous in List** = takes you to the prior name in your search list
- **Next in List** = takes you to the next name below in your search list or employee record if more than one.
- **Notify** = is used when workflow is available (not currently using workflow)
- **Previous Tab** = takes you to the prior tab
- **Next Tab** = takes you to the proceeding tab
- **Update/Display** = Allows you to add new rows and view current and future rows.
- **Include History** = You can view current, future, and history rows.
- **Correct History** = allows you to correct history. USE EXTREME CAUTION.



Empl record # (terminology transitioning, etc) has a 1:1 relationship to job(s)

Home | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) | [MFP](#)

Employment Information

Mickey Mouse EMP ID: SS0027 Empl Rcd #: 0

Organizational Instance

Organizational Instance Rcd:	0	Original Start Date:	01/01/2007	<input type="checkbox"/> Override
Last Start Date:	01/01/2007	First Start Date:	01/01/2007	
Termination Date:		Years Months Days		
Org Instance Service Date:	01/01/2007	<input type="checkbox"/> Override	0 5 25	

Organizational Assignment Data

Instance Record

Last Assignment Start Date:	01/01/2007	First Assignment Start:	01/01/2007	
Assignment End Date:				
Home/Host Classification:	Home	Years Months Days		Time Reporter Data
Company Seniority Date:	01/01/2007	<input type="checkbox"/> Override	0 5 25	
Benefits Service Date:	01/01/2007	<input type="checkbox"/> Override	0 5 25	
Seniority Pay Calc Date:	01/01/2007	<input type="checkbox"/> Override	0 5 25	
Probation Date:				
Professional Experience Date:		Last Verification Date:		
Business Title:	Manager	Position Phone:		

USA

[Job Data](#) | **[Employment Data](#)** | [Earnings Distribution](#) | [Benefits Program Participation](#)

Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Update/Display | Include History

This is the Employment Information screen. You got here by clicking on the Employment Data link.

On this page you can view years of service and original hire date (first start date and original hire date are the same)

Home | Add to Favorites | Sign out

New Window | Help | Customize Page |

Job Earnings Distribution

M: EMP ID: 1000 Impl Rcd #: 0

Earnings Distribution Type Find First 1 of 2 Last

Effective Date: 09/10/2007 Effective Sequence: 1 Job Indicator: Primary Job
Action / Reason: Pay Rtg Chg Performance Based Current

Standard Hours: 40.00 Work Period: W Weekly
Compensation Rate: 1,782.692308 Comp Freq: ASUBWASUBW

Earnings Distribution Type: None

Job Earnings Distribution Find First 1 of 1 Last

Position	Unit	Department	Job Code	Shift
				N/A
Earn Code	GL Pay Type	Compensation Rate	Std Hrs	Distrb %

Earnings Chartfields
Combination Code:

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation

Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Update/Display | Include History | Correct History

The earnings code associated with the employee's pay.

Page Name: Position Cross-Reference

Navigation: ASU Customizations → ASU HCM Custom → ASU Position Management → Position Cross-Reference

ORACLE Home

Position Cross-Reference Position Cross-Ref-Acctg

Position Cross-Reference

Position Number: **110836**

Position Data

Effective Date: 07/04/2007 [Position Data Details](#)

Descr: Instructional Specialist Short:

Deptid: B0502 School Of Music

Jobcode: 440130 Instructional Specialist

Reports To: 116260 F

Fiscal Year: 2008 [Fiscal Year Distribution](#)

Submitted 'Front-End' Staging Data Not Processed Yet

Effective Date: 08/27/2007 Status: Submitted User ID: dhale2

Deptid: B0502 School Of Music

Jobcode: 440140 Instructional Specialist Sr

Reports To: 116260 F

Current Incumbent List

Name	EmplID	Rcd	Effdt	Effseq	Department	Jobcode	Reports To Position Number
D	1000	0	07/08/2007	0	B0502	440	11

- **Position Number** = Position Number
- **Effective Date** = Date that the data on the page went into effect
- **Descr** = Description of Position
- **DeptId** = Department ID number
- **Job Code** = Job Code of position
- **Reports To:** = Position Number that the current position reports to
- **Fiscal year** = Change this to view distributions for different fiscal years
- **Submitted Front End Data Not Processed Yet** = Data in this box has been submitted, but not approved yet.
- **Current Incumbent List** = All of the employees currently attached to the position.
- **Position Data Details Link** = Shows details about the position
- **Fiscal Year Distribution** = Shows funding sources for the position

When you click on the *Position Data Details* link, you will see this page.

ORACLE

Position Data

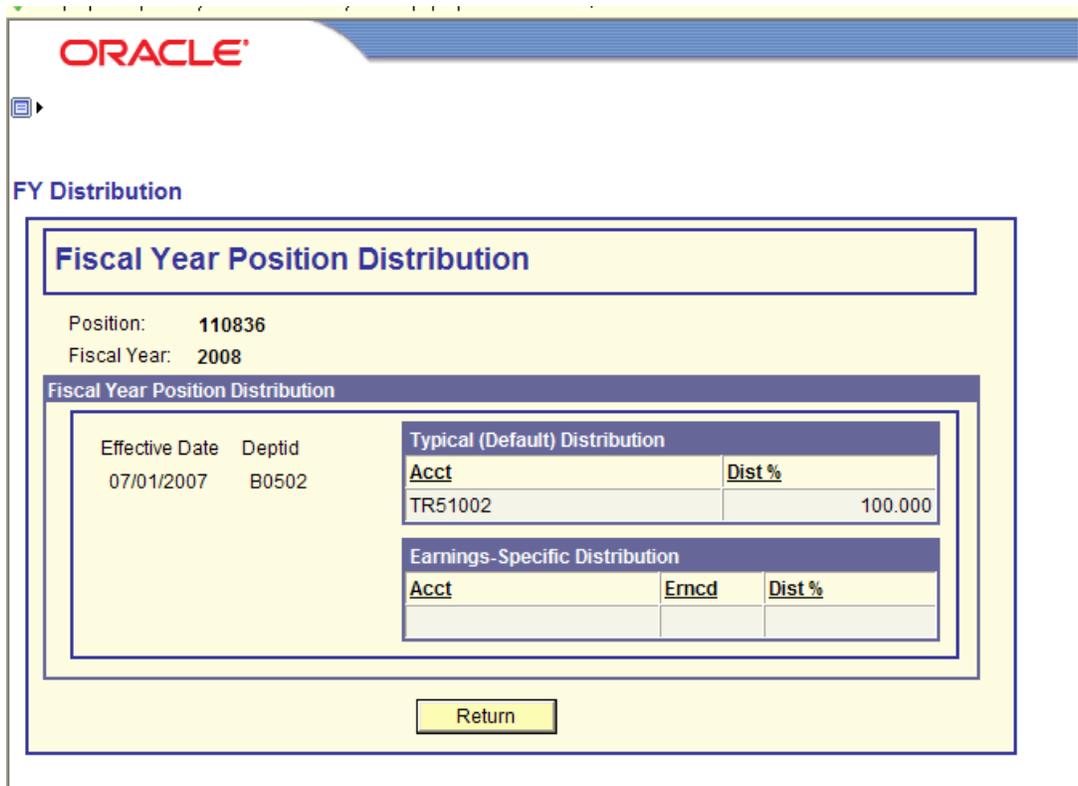
Position Data Details

Position:	110836	Effdt:	07/04/2007
Descr:	Instructional Specialist	Eff Status:	Active
Action Reason: Change in Reporting Structure			
Business Unit:	B0101		
Deptid:	B0502	School Of Music	
Jobcode:	440130	Instructional Specialist	
Std Hours:	40.00	<input checked="" type="checkbox"/>	Budgeted Position
Max Head Count:	1	<input type="checkbox"/>	Fingerprint required
FTE:	1.000000	<input checked="" type="checkbox"/>	Adds to FTE Actual Count
Reports To:	116260	Accountant	
Sal Admin Plan:	CLAS	Classified	
Grade:	23		
EEO Job Group:	315		
Workers' Comp:	8868		
Class Indc:	Classified Staff		
Full/Part:	Full-Time		
Reg/Temp:	Regular		
Academic Rank:			
Long Title:	Instructional Specialist		

[Return](#)

If you click on Position Data Details from the main screen, the screen above will populate based off current, not submitted, position data details.

Clicking on the *Fiscal Year Distribution* link will show this page.



The screenshot shows the Oracle HRIS interface for 'Fiscal Year Position Distribution'. At the top is the Oracle logo. Below it, the text 'FY Distribution' is visible. The main content area is titled 'Fiscal Year Position Distribution' and contains the following information:

Position: 110836
Fiscal Year: 2008

Below this, there is a section titled 'Fiscal Year Position Distribution' which contains a table with the following data:

Effective Date	Deptid	Typical (Default) Distribution	
		Acct	Dist %
07/01/2007	B0502	TR51002	100.000

Below the table is another section titled 'Earnings-Specific Distribution' with a table structure:

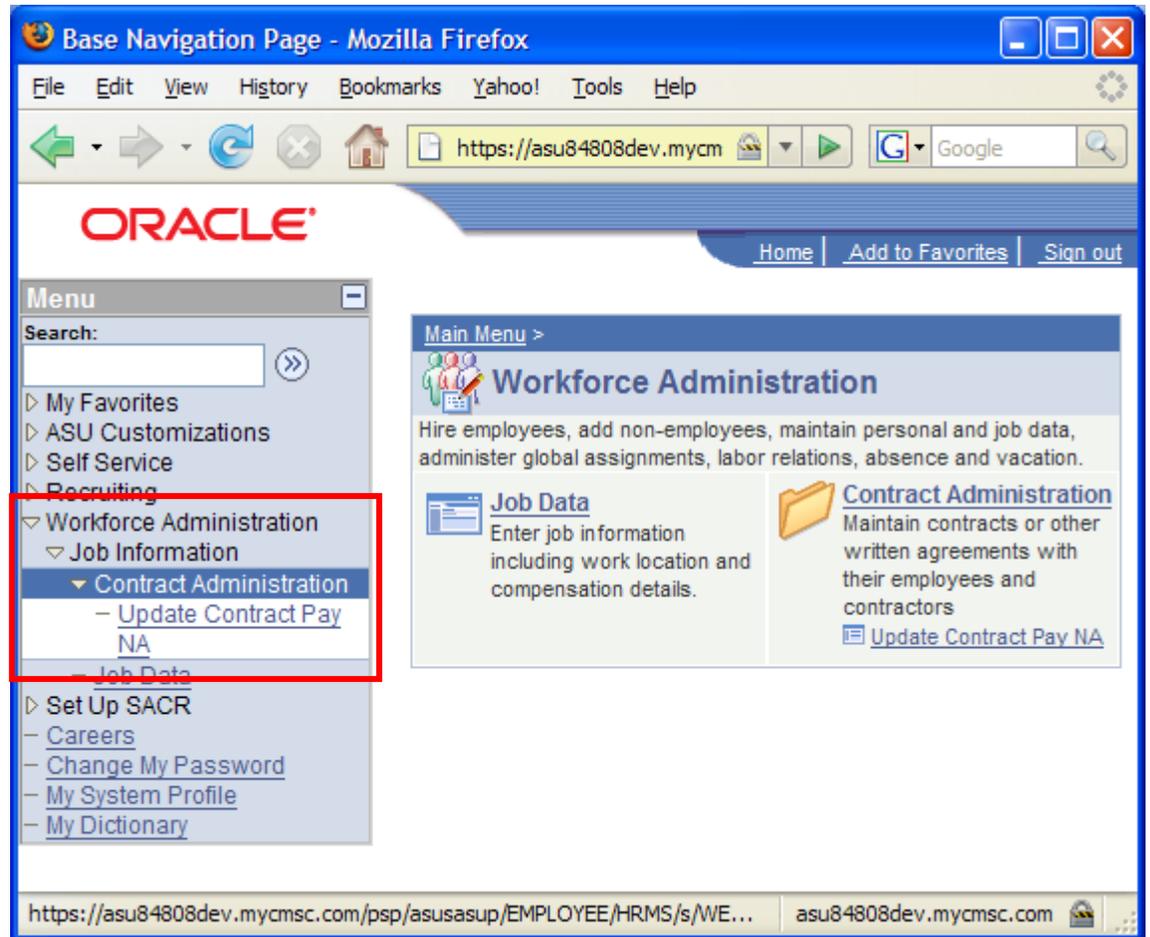
Acct	Erncd	Dist %

At the bottom of the screen is a 'Return' button.

If you click on Fiscal Year Distribution, the screen above will populate. This shows the current funding distribution for this position.

SECTION 3: View A Contract

To view a person's contract, go to Workforce Administration -> Job Information -> Contract Administration -> Update Contract Pay NA (North America)



Search for the person that has the contract you are interested in.

- **EmplID** = Affiliate ID (1200.....#)
- **Empl Rcd Nbr** = A number between 0 and 99. Assigned by PeopleSoft for employee record in job.
- **Name** = Employee's full name – can enter First and Last name, i.e. Mickey Mouse
- **Last Name** = Employee's Last name (can enter partial letters as well, i.e. Mou)
- **Second Name** = If employee had a previous name (i.e. maiden name) – future use, nothing was converted
- **Alternate Character Name** = Could do a search by Last, First Name, i.e. Mouse, Mickey
- **Middle Name** = could also search by middle name if known
- **Include History** = click if wanted to see older rows (history) and not just current data row in each job record
- **Case Sensitive** = would not normally use, not usually case sensitive, might help if searching for names like McLane

This is the Contract Pay page.

Update Contract Pay NA - Mozilla Firefox

File Edit View History Bookmarks Yahoo! Tools Help

https://asu84808dev.mycmsc.com/psp/asusap/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE

ORACLE

Home Add to Favorites

Menu

Search:

My Favorites

ASU Customizations

Self Service

Recruiting

Workforce Administration

Job Information

Contract Administration

Update Contract Pay NA

Job Data

Set Up SACR

Careers

Change My Password

My System Profile

My Dictionary

New Window | Help | Customize P:

Contract Pay Contract Actuals

FirstName LastName EMP ID: 1000000000 Empl Rcd #: 0

Contract Information		Find	View All	First	1 of 1	Last
Effective Date:	07/01/1994					
Contract Pay Type:	Contract paid over 12 month					
Payment Term:	Pay Over 12 Months					
Monthly Frequency:	M	Pay Period Hours:	80.00			
Assign Hours To:	All Earnings(Contract+PNE+ENP)					
Renew Contract Automatically:	<input type="checkbox"/>					
Contract Begin Date:	08/16/2007	Contract End Date:	05/15/2008			
Payment Begin Date:	07/01/2007	Payment End Date:	06/30/2008			
Actual Start Date:	08/16/2007	Termination Date:	05/15/2008			

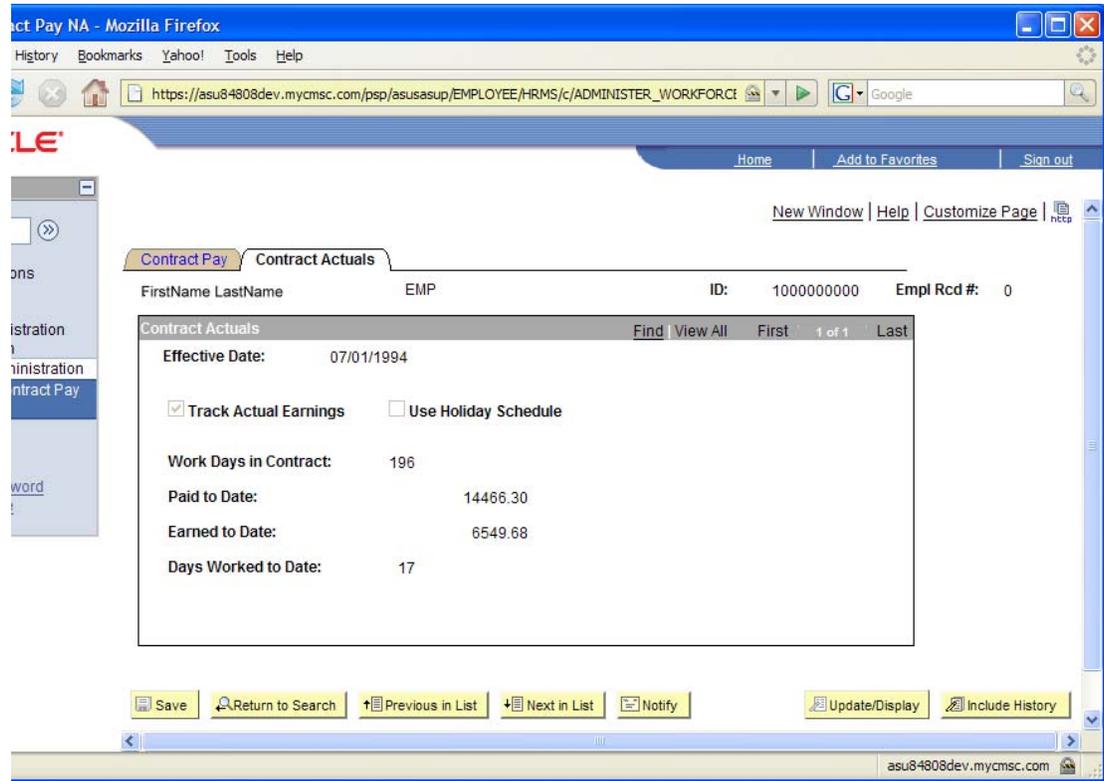
Save Return to Search Previous in List Next in List Notify Update/Display Include P

Contract Pay | Contract Actuals

Done asu84808dev.mycms

- **1 of X**= multiple rows have been added to employee record
- **Effective Date** = Date transaction happened, could be in past or future dated (90 days out or less)
- **Contract Pay Type**
 - Contract Paid over 12 months
 - Contract Paid over 9 months
 - Graduates
 - Other Contract Types
- **Payment Term**
 - Pay over 12 months
 - Pay Over Contract
 - Pay Over "X" months
 - Pay With Lump Sum
- **Monthly Frequency** = Always will be "M"
- **Pay Period Hours** = Number of hours to be worked each pay period (each 2 week period)
- **Assign Hours To:**
 - All Earnings (Contract + PNE + ENP)
 - Contract Earning Only
 - Not Applicable
- **Renew Contract Automatically**= Can be selected for certain contracts where the employee will repeat the contract each year.

- **Contract Begin Date** = the date the contract starts
- **Contract End Date** = the date the contract ends
- **Payment Begin Date** = the date of the first payment
- **Payment End Date** = the date the last payment
- **Actual Start Date** = the date that the actual work starts
- **Termination Date** = the date that the actual work finishes
- **Save** - not used in this mode
- **Return to Search** – used to return to search for another contract
- **Previous in List** – view the previous person in the search list
- **Next in List** – View the next person in the search list
- **Notify** – not used
- **Update Display** – refreshes the screen
- **Update History** – shows all records associated with the contract.



- **1 of X**= multiple rows have been added to employee record
- **Effective Date** = Date transaction happened, could be in past or future dated (90 days out or less)
- **Track Actual Earnings** – should always be checked
- **Use Holiday Schedule** – should always be unchecked
- **Work Days in Contract** – Number of working days in the contract period (automatically calculated)
- **Paid to Date** – amount paid as of today's date
- **Earned to Date** – amount earned as of today's date
- **Days Worked to Date** – number of days worked

Appendix – Employment Definitions in PeopleSoft

Regular/Temporary Status:

Regular – a position which is considered to be part of the established staff compliment; will be recurring from year to year.

Short Term Temporary – a position which is established to respond to a temporary increased workload not to exceed 6 months in duration.

Long Term Temporary – a position which is established to respond to a temporary increased workload due to additional short term project or special initiative needs which will extend 6 months or more, but not to exceed 2 years

Seasonal – a position which recurs during high (or peak) work or volume needs typically associated with an established work schedule (can be either full or part time, as defined above); assignment will be of a short duration (not to exceed 5 consecutive months) and occurs during the same time periods from year to year; may be employed as either full or part time during the period in which they are required.

Full/Part Time:

Full Time – designated as working no less than 2,080 hours per fiscal year (40 hours per week, 52 weeks); 1,560 hours per academic year (40 hours per week, 39 weeks); representing a 1.0 FTE. Seasonal staff can be defined as full time during the period in which they are employed; however they are not benefit eligible.

Part Time – less than a 1.0 FTE; if assignment is less than .5 FTE; not benefits eligible; greater than .5 FTE but less than 1.0 FTE is benefits eligible.

PRN – (less than .1 FTE) a position that is established to provide additional staff on an as needed basis due to unexpected staffing shortage to meet workload of area; not benefit eligible; typically paid at a premium rate in recognition of the highly variable nature of the assignment.